

## **CURRICULUM VITAE**

### **PERSONAL DETAILS:**

NAME : ANICETTA KARIMI MAJAU  
ADDRESS : P.O. BOX 21051-00505 NAIROBI  
NATIONALITY : KENYAN  
LANGUAGES : ENGLISH, KISWAHILI

### **Objective:**

To utilize my professional knowledge, skills and experience, diligently work in the team aiming to increase productivity to achieve institutional goals.

### **PROFESSIONAL BACKGROUND:**

Diploma in information studies.

### **EDUCATIONAL BACKGROUND:**

Technical University of Kenya: Diploma in information studies  
Chogoria Girls' High School  
Materi Girls' Centre  
Erimbene Primary School

### **SKILLS**

Glory Digital ICT Centre: Certificate in Computer Applications

### **WORKING EXPERIENCE:**

2016 to date: Faculty of Agriculture & Veterinary Sciences (library Assistant)

#### **Duties and responsibilities**

- Cataloguing and classification of information materials
- Charging and discharging of library materials
- User education
- E-resource training
- Shelving of information materials
- Weeding of library materials
- Any other duty as signed by the supervisor from time to time

**2013-2016 University of Nairobi (Digital content) -Library Assistant**

#### **Duties and responsibilities**

##### **Digitizing**

- Searching articles authored by UoN community and uploading into Digital repository
- Editing
- Scanning of Publications
- Uploading of scanned documents into the repository

**2010-2013 Africa Nazarene University, (Library Assistant)**

- Circulation services
- Shelving of library materials
- New user orientation
- User education

**Abilities :**

- Able to handle different users
- Computer knowledge
- Good in search strategies to extract relevant information
- A good team player
- Ability to apply God's word in work place to bring harmony even in difficult situations

**HOBBIES.**

- Reading
- Art work
- Evangelism
- Cookery

**REFEREES:**

Angela Mumo,  
Director Library and Information Services,  
University of Nairobi,  
P.O. BOX 30197-00100,  
Nairobi, Kenya.  
Email: [ammumo88@yahoo.com](mailto:ammumo88@yahoo.com)

Milcah Gikunju,  
Systems Librarian,  
University of Nairobi,  
P.O Box 30197-00100,  
Nairobi.  
Email: [gikunjum@uonbi.ac.ke](mailto:gikunjum@uonbi.ac.ke)

Dr. Henry Kinya  
Rongo University  
PO Box 103 – 40404,  
Rongo.  
Email: [hkinya@yahoo.com](mailto:hkinya@yahoo.com)